

Management System: Safeguards and Security**Subject Area: Unclassified Visits and Assignments by Foreign Nationals****Procedure: Notifying the Host and Other Interested Parties of the Approval/Disapproval Decision**

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Rev 0.1

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1.0 Applicability

This procedure applies to EMCBC Federal and contractor personnel involved in processing requests for or hosting foreign visits or assignments.

2.0 Required Procedure

Step 1	Upon the decision of the approving official, that decision is entered into the Foreign Access Central Tracking System (FACTS). The host is informed of the decision by email message.
Step 2	The host notifies those personnel and/or organization expected to play a role in the approved visit. The notification should confirm the date and time of the visit and provide a back-up point-of-contact should the host be unexpectedly absent on the day of the visit.
Step 3	<p>If an appropriate foreign national badge is not already available, one is prepared. The badge is issued to the visitor upon his/her arrival, and is collected prior to the visitor's departure. The badge maybe re-used.</p> <p>NOTE: The foreign national badge must specify the foreign visitor's country of citizenship.</p>

3.0 References – Forms/Attachments/Exhibits

- Foreign Access Central Tracking System (FACTS)

4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM-18-17.1-B	Visitor Access or Approval Files	Office of Technical & Asset Management	NA

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Unclassified Visits and Assignments by Foreign Nationals

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		08/23/12
0.1	Added Document Identifier	All	11/21/14